

# REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 3-84)

Submit three copies with three copies of  
the Records Retention Schedule, STD. 73.

DEPARTMENT, BOARD OR COMMISSION		BILLING CODE
CORRECTIONS		16830
DIVISION, BUREAU OR OTHER UNIT		Total cubic Feet
Investigation Unit - Statewide		See attached
ADDRESS		
See attached list		
SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
615	2	1/23/89
IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:		
SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
APPROVAL NUMBER	APPROVAL DATE	

## PART I—AGENCY STATEMENTS

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS	TITLE	DATE
<i>[Signature]</i>	Chief, Investigative Unit	1/24/89
Institutions Division		

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR	TITLE	DATE	TELEPHONE
<i>[Signature]</i>	Forms and Records Management (A.G.P.A.)	1/26/89	(916) 445-8766

## PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 14 of STD. Form 73. Our approval covers Columns 1-13 and 15 only.

SIGNATURE	APPROVAL NUMBER
<i>[Signature]</i>	89.028
TITLE	DATE
RMA	2-27-89

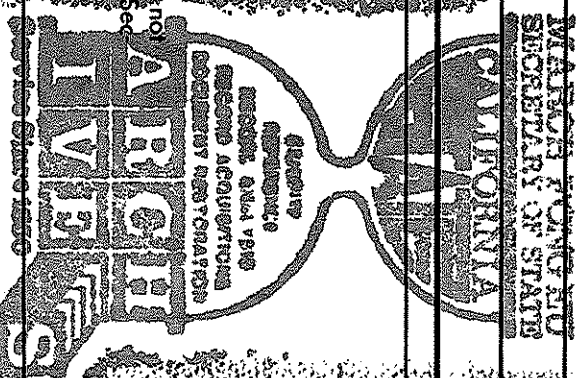
## PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)

### THE ATTACHED RECORDS RETENTION SCHEDULE:

☐ Contains no material subject to further review by the California State Archives.

☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual, Section 1614)

SIGNATURE—CHIEF OF ARCHIVES	DATE
<i>[Signature]</i>	MAR 21 1989



## RECORDS RETENTION SCHEDULE

CDC 73 (REV. 5/85)

See Instructions  
in SAM 1600

DEPARTMENT (1) <b>CORRECTIONS</b>	SCHEDULE NUMBER (2) <b>615</b>	DATE (3) <b>01/23/89</b>
ORGANIZATIONAL UNIT <b>INVESTIGATION UNIT</b>	PAGE <b>1</b>	OF <b>2</b>
ADDRESS (Number, Street, City) <b>STATEWIDE (SEE ATTACHED LIST)</b>	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (Triple-space between items) (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1.			Investigative Reports (a) Personnel <del>Hold/No Retention</del> (b) Inmate <del>Hold/No Retention</del> (c) Institutions	P		Active + 5 yrs	0	0	Active + 5 yrs	XI	Active until investigation closed, retain 5 years then shred.  All records listed XI on this schedule are exempt from Public Records disclosure requirements per Government Code Section 6254 (f). Access to individual per Civil Code 1798.34 unless exempted per Civil Code 1798.40(a through h).
2.			Informational Reports <del>Hold/No Retention</del> (a) Gang Activities <del>Hold/No Retention</del> (b) Debriefing Gang Members	P		Active until updated	0	0	Active until updated	XI	Active until updated, then shred.
3.			Arrest Reports (a) Personnel <del>Hold/No Retention</del> (b) Inmates	P		2 yrs	0	0	2 yrs	XI	Shred
4.			Closure Reports (Reports documenting court disposition, etc.)	P		2 yrs	0	0	2 yrs	XI	Shred
5.			<del>Hold/No Retention</del> Monthly and Annual Activity Reports (Statistical Reports summarizing investiga- tion activities, e.g. arrests, court appear- ances, training, cases pending)	P		1 yr	0	0	1 yr	XI	Shred
6.			Chronos	P		2 yrs	0	0	2 yrs	XI	Shred
7.			<del>Hold/No Retention</del> Incident Reports	P		3 yrs	0	0	3 yrs	XI	Shred

**RECORDS RETENTION SCHEDULE**

CDC 73 (REV. 5/85)

See instructions  
in SAM 1600

DEPARTMENT (1) <b>CORRECTIONS</b>		SCHEDULE NUMBER (2) <b>615</b>	DATE (3) <b>01/23/89</b>
ORGANIZATIONAL UNIT <b>INVESTIGATION UNIT</b>		PAGE <b>2</b>	OF <b>2</b> PAGES (4)
ADDRESS (Number, Street, City) <b>STATEWIDE (SEE ATTACHED LIST)</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7) (Triple-space between items)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) (Triple-space between items)	M e d i a (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
8.		<del>State/County Archives</del>	Escapee Files	P		Active + 1 yr	0	0	Active + 1 yr	XI	Active until escapee is apprehended, plus 1 year then shred.
9.			Equipment Files (a) Inventory (b) Maintenance records (c) Survey reports	P		Active	0	0	Active		Active until updated or surveyed then destroy.
10.		<del>State/County Archives</del>	Prison Gang Files (a) Intelligence documents (b) Bylaws and descriptions of various prison gangs (c) Documentation on known prison gang members	P		Active + 1 yr	0	0	Active + 1 yr	XI	Active until information is updated, plus 1 year then shred.
11.		<del>State/County Archives</del>	Suspected Criminal Involvement (a) Inmates (b) Personnel	P		Active + 1 yr	0	0	Active + 1 yr	XI	Active until charges filed or suspect cleared of involve- ment, plus 1 year, then shred.

DEPARTMENT OF CORRECTIONS FACILITIES  
WARDEN/SUPERINTENDENTS/NEW PRISON MANAGERS

California Correctional Center  
711-045 Center Road  
P.O. Box 790  
Susarville, CA 96130  
William Merkle  
(916) 257-2181

*12 cu ft*

California Rehabilitation Center  
5th Street and Western  
P.O. Box 1841  
Norco, CA 91760  
L. Chastain  
(714) 737-2683  
ATSS 732-2011

*8 cu ft*

Correctional Training Facility  
Highway 101 N  
P.O. Box 586  
Soledad, CA 93960  
Eddie Myers  
(408) 678-3951  
ATSS 579-3951

*14 cu ft*

California Correctional Institution  
End of Highway 202  
P.O. Box 1031  
Tehachapi, CA 93561  
Bill Burnett  
(805) 822-4402

*15 cu ft*

Avenal State Prison  
P.O. Box 8  
#1 Kings Way  
Avenal, CA 93204  
Al Gomez  
(209) 386-0587

*6 cu ft*

CSP-DeI Norte  
#1 Rowdy Creek  
P.O. Box 1077  
Smith River, CA 95567  
(707) 487-6530

*6 cu ft*

California Institution for Men  
14901 Central Avenue  
P.O. Box 128  
Chino, CA 91710  
Otis Thuman  
(714) 597-1821  
ATSS 652-2001

*15 cu ft*

California State Prison, Corcoran  
4001 King Avenue  
P.O. Box 8800  
Corcoran, CA 93212-8309  
Bernie Aispuro  
(209) 992-8800

*6 cu ft*

Deuel Vocational Institution  
23500 Kason Road  
P.O. Box 400  
Tracy, CA 95376  
Midge Carroll  
(209) 466-8055  
ATSS 476-8055

*15 cu ft*

California Institution for Women  
15756 Chino-Corona Road  
Frontera, CA 91720  
P.O. Box 6000  
Corona, CA 91718  
Sue Poole  
(714) 597-1771

*5 cu ft*

California State Prison, New Folsom  
P.O. Box 29  
Represa, CA 95671  
Robert Borg  
(916) 985-8610

*15 cu ft*

Mule Creek State Prison, Lone  
P.O. Box 409099  
4001 Highway 104  
Lone, CA 95640  
George Ingle (A)  
(209) 274-4911

*6 cu ft*

California Medical Facility  
1600 California Drive  
P.O. Box 2000  
Vacaville, CA 95696  
California Medical Facility-South  
P.O. Box 4000  
Vacaville, CA 95696-4000  
Eddie Yist  
(707) 448-6941  
ATSS 594-6841

*14 cu ft*

California State Prison, Old Folsom  
Prison Road  
P.O. Box W  
Represa, CA 95671  
(916) 985-2561

*15 cu ft*

Northern California Womens Facility  
7150 Arch Road  
P.O. Box 213006  
Stockton, CA 95213-9006  
Teena Farnon  
(209) 943-1600

*5 cu ft*

California Mens Colony  
Highway 1  
P.O. Box 8101  
San Luis Obispo, CA 93409  
Wayne Estelle  
(805) 543-2700  
ATSS 629-6651

*13 cu ft*

Chuckawalla Valley State Prison  
P.O. Box 2289  
19025-Wiley Well Road  
Blythe, CA 92225  
Vern Smith  
(619) 922-5111

*6 cu ft*

Sierra Conservation Center  
5100 O'Byrnes Ferry Road  
P.O. Box 497  
Jamestown, CA 95327  
R. E. Doran  
(209) 984-5291

*13 cu ft*

DEPARTMENT OF CORRECTIONS PAROLE ADMINISTRATORS

<u>REGION I</u>	<u>REGION II</u>	<u>REGION III</u>	<u>REGION IV</u>
Jack Payne 1631 Alhambra Blvd. Sacramento, CA 95816 ATSS 497-2860 (916) 739-2860	Ronald Y. Chun Ferry Building, Room 2000 San Francisco, CA 94111 ATSS 597-2860 (415) 557-2860	Jerry DiMaggio- 107 South Broadway, Rm. 3003 Los Angeles, CA 90012 ATSS 640-2404 (213) 620-2404	Robert J. Bowman 1840 East 17th Street, Room 240 Santa Ana, CA 92701 ATSS 657-4131 (714) 558-4131

*8 cu ft*

*6 cu ft*

*6 cu ft*

*5 cu ft*